
Chapter 1

Start Job

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1.1 Objectives

- Be able to start a new GEOPAK job with the **Start Job** dialog.

1.2 Definition

Start Job is a tool that will set up a GEOPAK job for a user, or add users to an existing job. **Start Job** will create the job directories, copy default Microstation files to the directories, and set the global origin in the Microstation files. **Start Job** will also append the job number to the end of the copied Microstation files. Once a job has been created, **Start Job** will add a user to the job.

1.3 Accessing

Start Job can be accessed from the Microstation menu **MoDOT>>Start GEOPAK Job/Add User**.

1.4 Start Job Dialog

Once the user has accessed the **Start Job** dialog box, shown right, they will need to fill in or choose the **Job Number** and the **Path** in which to place the job directory. Once the job number and path have been chosen, the **District** and **County** can be chosen.

If the user is creating a new job, do not check the **Add Users to Existing Job** toggle, just choose the userids of the people that will be working on the job. If a job already exists, and the users are being added to the job, check the **Add Users to Existing Job** toggle.

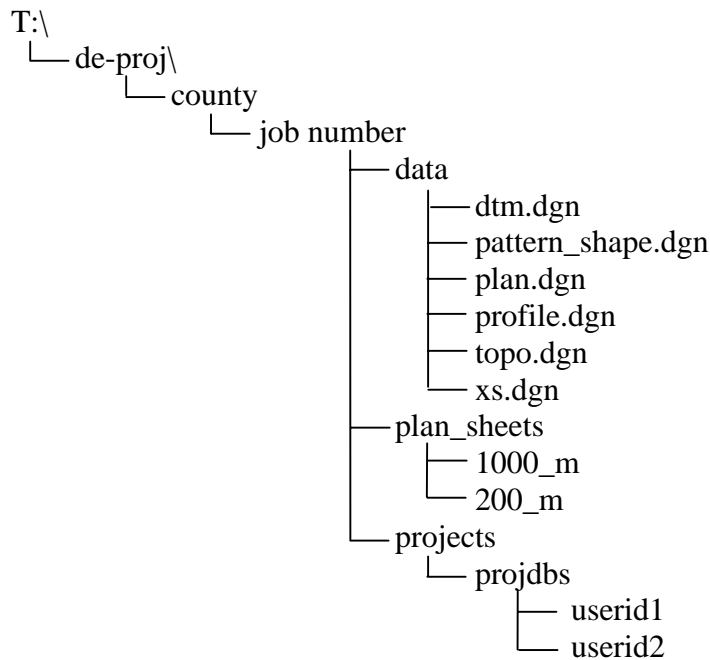
For a new job, select the **Units** and the **Sheet** types that will be used for the job. This will create a directory for each **Sheet** type selected to place the sheets into as they are created.

If the job is not based on the modified state plane or the state plane coordinate systems, **Custom Coordinates** must be set to shift the global origin. If the modified state plane or state plane coordinate systems were used for the project, the **County** selected will determine the global origin shift.

The screenshot shows the 'Start Job' dialog box with the following details:

- Title Bar:** Start Job
- Job Number:** A text input field with a 'Browse...' button.
- Append Job Number:** A checked checkbox.
- Path:** A text input field showing 't:\de-proj\' with a 'Browse...' button.
- District:** A dropdown menu set to '1'.
- County:** A dropdown menu set to 'Andrew'.
- Add Users to Existing Job:** An unchecked checkbox.
- Units:** A dropdown menu set to 'Metric'.
- USERIDS:** A list box containing 'atkins', 'boenip', 'bryanr', 'holtmk', 'koppg', 'martid1', and 'oeltjh'.
- Sheets:** A list box containing 'Title', 'Typical Sect', '2B', 'Plan', 'Profile', 'ROW', and 'Utility'.
- Custom Coordinates:** An unchecked checkbox.
- X COORDINATE:** A text input field.
- Y COORDINATE:** A text input field.
- Buttons:** 'OK' and 'CANCEL' at the bottom.

Once all fields have been filled in, select the **OK** button. The job directories will be set up as shown below.



The **Data** directory contains any project data. This is the directory that contains the Microstation drawings, the GEOPAK coordinate geometry database (.GPK), and any input or output files. The **Sheet** directories contain the plan and profile sheets, cross section sheets, and any other sheets for the project. The **Project** directory contains the GEOPAK project manager file (.PRJ), and the userid directories. The **Userid** directories contain the user runs for the job.